

**Exam: Legal Assistant IDOC 09.2017**

Questions #1 - #8 are minimum requirements for this position.

Question #9 is a specialty and required for this position.

Question #10 is for your resume.

Select one response for each question that best matches your level of education and/or experience. All answers to the questions on the checklist must be supported in your resume.

This information will be provided to the hiring supervisor when making a hiring decision. Inaccurate information may result in your removal from this register.

**1. How have you gained good knowledge of legal research methods.**

Please select the ONE item below that BEST describes your background.

- ☐ A) I have completed two semester upper division college level courses covering the use of law references to develop research skills in the formulation of briefs, memoranda, and other documents relative to legal practice such as Legal Research and Writing or WESTLAW Advanced Research.
- ☐ B) I have completed one semester upper division college level course and have approximately six months' Legal Assistant or legal secretary experience where legal research required the use of a law library as a resource.
- ☐ C) I have approximately three years' Legal Assistant or legal secretary experience including reviewing legal cases, identifying and researching issues and drafting legal documents; maintaining computerized legal case system.
- ☐ D) I have experience as a legal secretary with at least three years' being primarily responsible for legal research.
- ☐ E) I have approximately five years' Legal Assistant or legal secretary experience with primary responsibility for reviewing legal cases, identifying and researching issues and drafting legal documents; maintaining computerized legal case system.
- ☐ F) I have completed an American Bar Association approved Legal Assistant program & have at least two years' Legal Assistant work experience including researching/responding to inquiries regarding status of cases, legal processes, clarification of regulations/state statutes; determining jurisdiction/filing pleadings; notifying parties of actions taken/legal documents filed; compiling/preparing reports.
- ☐ G) I do not have any of this training or experience and do not meet the requirements for this position.

---

**2. How have you gained good knowledge of the court system and its procedures?**

- A) I have completed one semester upper division college-level course covering civil litigation in State & Federal courts from client interview through trial/appeal such as
- ☐ Civil Litigation and Procedures and approximately two years experience as a Legal Assistant or legal secretary with responsibility scheduling/filing court documents that required an understanding of procedures of court systems.
  - ☐ B) I have at least three years experience as a Legal Assistant or Legal Secretary with responsibility for scheduling and filing court documents that required an understanding of procedures of court systems.
  - ☐ C) I have approximately three years experience in court as a court recorder or other court personnel where experience demonstrates knowledge of the court system and procedures.
  - ☐ D) I do not have any of this training or experience and do not meet the requirements for this position.
- 

### **3. How have you gained good knowledge of legal ethics?**

- A) I have completed one college level course specific to the Code of Professional Responsibility and the Code of Judicial Ethics and the boundaries of authorized
- ☐ practice, delegation of authority and confidentiality such as Legal Ethics and Law Office Procedures and approximately one year experience as a Legal Assistant or legal secretary.
  - ☐ B) I have approximately three years' experience in a legal environment such as a Legal Assistant or legal secretary.
  - ☐ C) I do not have any training or experience and do not meet the requirements for this position.
- 

### **4. How have you gained good experience interpreting and analyzing judicial decisions and statutes?**

Please select the ONE item below that BEST describes your background.

- A) I have completed two semester upper division college level courses covering the use of law references to develop research skills in the formulation of briefs,
- ☐ memoranda, and other documents relative to legal practice such as Legal Research and Writing or WESTLAW Advanced Research.
  - ☐ B) I have completed one semester upper division college level course and have approximately six months' Legal Assistant or legal secretary experience where legal research required the use of a law library as a resource.
  - ☐ C) I have approximately three years' Legal Assistant or legal secretary experience including reviewing legal cases, identifying and researching issues and drafting legal documents; maintaining computerized legal case system.

- ☐ D) I have experience as a legal secretary with at least three years' being primarily responsible for legal research.
  - ☐ E) I have approximately five years' Legal Assistant or legal secretary experience with primary responsibility for reviewing legal cases, identifying and researching issues and drafting legal documents; maintaining computerized legal case system.
  - ☐ F) I have completed an American Bar Association approved Legal Assistant program & have at least two years' Legal Assistant work experience including researching/responding to inquiries regarding status of cases, legal processes, clarification of regulations/state statutes; determining jurisdiction/filing pleadings; notifying parties of actions taken/legal documents filed; compiling/preparing reports.
  - ☐ G) I do not have any of this training or experience and do not meet the requirements for this position.
- 

**5. How have you gained experience identifying and preparing appropriate legal documents.**

If you have legal experience please choose the closest matching level.

- ☐ A) I have completed an upper division college level course specific to accurate, analytical writing of legal terms and forms or correspondence.
  - ☐ B) I have approximately three years' experience as a Legal Assistant or legal secretary that included creating and processing case documents and correspondence.
  - ☐ C) I have completed an upper division college-level course and at least three years' experience as a Legal Assistant or legal secretary choosing and preparing appropriate legal documents and drafting legal documents and related correspondence.
  - ☐ D) I have approximately five years' experience as a Legal Assistant or legal secretary choosing and preparing appropriate legal documents and drafting legal documents and related correspondence.
  - ☐ E) I completed a Legal Assistant program & approximately one year Legal Assistant experience including researching/responding to inquiries regarding status of cases, legal processes, clarification of regulations and state statutes; determining jurisdiction and filing pleadings; notifying parties of actions taken/documents filed; compiling and preparing reports.
  - ☐ F) I do not have any training or experience and do not meet the requirements for this position.
- 

**6. How have you gained good knowledge of applying facts to case law in analysis and briefs.**

Please select the ONE item below that BEST describes your background.

- ☐ A) I have completed two semester upper division college level courses covering the use of law references to develop research skills in the formulation of briefs, memoranda, and other documents relative to legal practice such as Legal Research and Writing or WESTLAW Advanced Research.
  - ☐ B) I have completed one semester upper division college level course and have approximately six months' Legal Assistant or legal secretary experience where legal research required the use of a law library as a resource.
  - ☐ C) I have approximately three years' Legal Assistant or legal secretary experience including reviewing legal cases, identifying and researching issues and drafting legal documents; maintaining computerized legal case system.
  - ☐ D) I have experience as a legal secretary with at least three years' being primarily responsible for legal research.
  - ☐ E) I have approximately five years' Legal Assistant or legal secretary experience with primary responsibility for reviewing legal cases, identifying and researching issues and drafting legal documents; maintaining computerized legal case system.
  - ☐ F) I have completed an American Bar Association approved Legal Assistant program & have at least two years' Legal Assistant work experience including researching/responding to inquiries regarding status of cases, legal processes, clarification of regulations/state statutes; determining jurisdiction/filing pleadings; notifying parties of actions taken/legal documents filed; compiling/preparing reports.
  - ☐ G) I do not have any of this training or experience and do not meet the requirements for this position.
- 

## **7. How have you gained experience drafting legal documents and related correspondence?**

If you have legal experience please choose the closest matching level.

- ☐ A) I have completed an upper division college level course specific to accurate, analytical writing of legal terms and forms or correspondence.
- ☐ B) I have approximately three years' experience as a Legal Assistant or legal secretary that included creating and processing case documents and correspondence.
- ☐ C) I have completed an upper division college-level course and at least three years' experience as a Legal Assistant or legal secretary choosing and preparing appropriate legal documents and drafting legal documents and related correspondence.
- ☐ D) I have approximately five years' experience as a Legal Assistant or legal secretary choosing and preparing appropriate legal documents and drafting legal documents and related correspondence.
- ☐ E) I completed a Legal Assistant program & approximately one year Legal Assistant experience including researching/responding to inquiries regarding status of cases,

- ☐ legal processes, clarification of regulations and state statutes; determining
  - ☐ jurisdiction and filing pleadings; notifying parties of actions taken/documents filed; compiling and preparing reports.
  - ☐ F) I do not have any training or experience and do not meet the requirements for this position.
- 

**8. How have you gained experience tracking documents on a computerized database and using a tickler system or computerized calendaring system such as Microsoft Outlook or Groupwise?"**

- ☐ A) I have at least six months' work experience inputting, retrieving, and manipulating data to produce reports and track schedules, deadlines, or the status of documents and cases.
  - ☐ B) I do not have this experience and do not meet the requirements for this position.
- 

**9. (6846) I am willing to work in an Adult Corrections facility.**

This specialty area is not required for all positions. Please check the job announcement to determine if it is required for the current opening. Responding "no" to any of these items will not disqualify you from positions that do not require this specialty.

- ☐ Yes
  - ☐ No
- 

**10. IMPORTANT: You MUST add your customized resume to the space provided or you will fail this exam. Links will not be accepted. Your resume MUST support your answers provided in this exam. Inaccurate information may result in your removal from this register.**

**Emphasize your education, experience, and training directly related to the exam questions. For education or training, list the title and course number (if available), dates, number of classroom hours (or days) and/or credits with a brief description of the content. For experience list the months and/or years held, title of your job(s), and the name of the employer(s) where you worked in this capacity.**

If you do not have your resume prepared, click on "finish later". Once your resume is completed, you will need to return to this exam question, copy and paste it in the space below. Once you insert your resume, click on "save exam answer". Scroll down to review your exam responses and submit your completed exam by the closing date.

PLEASE NOTE: Any special formatting such as underlines, tabs, bolding, indenting, numbering and bullets in your resume will be removed when you copy and paste it from WORD into the space below - this is OK! We are only interested in the content.

Insert your resume here.

